ODP-81-659
17 June 1981

MEMORANDUM FOR: All ADP Control Officers

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Acting Chief, Policy and Plans Group

SUBJECT   : ADPMIS Update

1. This memorandum is a request for ADP Control Officers to provide updates for the ADP Management Information Systems (ADPMIS), a classified inventory of ADP equipment under the control of Agency components. An ADP inventory is required by General Services Administration regulations. The Agency, however, does not provide the classified inventory to GSA or any other external entity. The inventory is maintained by ODP for internal Agency use. Typical uses include management reporting and locating components owning or operating specific equipment or equipment supplied by a specific vendor. The current ADPMIS is a rather outmoded Batch-type system originally supplied by GSA in the early-Seventies. During the coming year, ODP plans to investigate rewriting the ADPMIS to make it compatible with Agency property accounting systems and contractual information systems and more responsive to component requirements.

2. This request package includes the current ADPMIS listing for your office (if appropriate), blank computer coding sheets and an updated of ADPMIS Users Guide. (The attached ADPMIS listing is a duplicate of a listing recently provided to ADP Control Officers and incorporates changes from last June's ADPMIS update). Please review your office's current ADPMIS listing and forward to ODP Management Staff by 15 July the required updates on the coding sheets provided with the package. Coding sheets should be classified as appropriate. While we expect the bulk of your input to be included in this 15 July submission, additional revision coding sheets for this update cycle will be accepted through 28 August. For guidance in filling out the coding sheets, we have also provided an updated copy of the ADPMIS instructions. It should be noted that ODP reports and tracks all office terminals procured or maintained by ODP including ODP-provided minicomputers; offices should not report these. All other ADP-related equipment should be reported by each office. For example we are also now requesting that offices should report stand-alone word processing equipment such as IBM MCSTs, and NBIs, which were excluded in the past from the ADPMIS database.

ODP will process the ADPMIS updates and return a copy of your inventory for your office's use. The directorate inventory will also be provided to Directorate ADP Control Officers for their use.

3. If during the year your office has changes to be reflected in the ADPMIS, please submit the completed coding sheet(s) to the address below through your Directorate ADP Control Officer. The updates will be processed against your master records and an updated listing will be returned to you via your Directorate ADP Control Officer within 30 days of receipt by ODP.

4. Directorate ADP Control Officers are asked to ensure that each Office ADP Control Officer receives a copy of this memo and the attached blank coding sheets regardless of whether or not that office has a current inventory in the ADPMIS. Additionally, if you are aware of ADP equipment in offices within your directorate that do not currently have an inventory, please call this to the attention of the appropriate Office ADP Control Officer. If, through oversight or reorganization, any office within your directorate was overlooked, please forward a copy of this memo and the blank coding sheets to that office's ADP Control Officer. Additionally, I ask that you assist us in ensuring that updates from the offices in your directorate are forwarded to ODP prior to 15 July.

5. Questions on the ADPMIS may be directed to either the undersigned on extension [____] or [_____] on extension [____] Updates should be forwarded by 15 July to either of the above at the following address: ODP Management Staff, 2D0109, Headquarters. Finally, we would like to thank all ADP Control Officers for the cooperation we have received in the past in developing the ADPMIS inventory.

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Attachment: a/s

DISTRIBUTION:

Original and 1 — Addressee
2 — O/D/ODP
1 — MS Chrono
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